

Submittal Requirements for Site Plans

1. (1) Original Form P and (1) copy
2. (1) Original **notarized** Certificate of Ownership and (1) copy
3. Certified list of Abutters within 300' from the Assessors Office
4. An electronic submission of the plan in PDF format to include the application and certificate of ownership. Electronic submissions should be sent via email to planning@franklin.ma.us
5. Filing fee:

Up to 9,999 sf impervious coverage: \$1,500
10,000-24,999 sf impervious coverage: \$2,500
25,000-50,000 sf impervious coverage: \$4,000
50,000 sf + impervious coverage: \$4,000 + \$100 per each 10,000 sf impervious coverage

Make check payable to: "Town of Franklin"

The Fire Department charges a separate site plan review fee of \$50, and a modified site plan review fee of \$25.00. Please forward payment of this fee directly to the Fire Department made payable to "The Town of Franklin".

6. Plan set meeting requirements of Sec. 185-31
 - a. (6) sets of 11" x 17" prints of site plan set
 - b. (11) sets of 24" x 36" prints of the site plan set (folded)
 - c. Supporting documentation
7. If required, go to Design Review Commission per Sec. 185-31.2.C
 - a. (1) Original Form Q
 - b. (9) color copies of all signage
 - c. (9) copies of plan facades, elevations, photometrics, and landscaping
8. The DPCD will advertise the Site Plan Application and process the abutter notifications at the applicant's expense. When the postal and advertising fees are determined, the DPCD will send an invoice to the applicant. Payment is expected upon receipt of the invoice. Please note that failure to reimburse the Town for these expenses in a timely manner may lead to delays in plan approval.
9. If a Special Permit is required, please complete the Special Permit Application and include it with the submission. Be sure to review the Special Permit Submission requirements.
10. Send one copy of all submittal requirements to the Board's Independent Engineer:
Matthew Crowley, P.E., Project Manager, 315 Norwood Park South, 2nd Floor, Norwood, MA 02062

Please note: The applicant will be responsible for all fees associated with this review. BETA Group, Inc. will send a scope of work with an anticipated fee for services. Payment for the amount indicated will be expected prior to services rendered. The fee listed on the scope of services may increase subject to multiple plan modifications submitted for review.